

Sahayog Sevabhavi Sanstha's

MOTHER TERESA NURSING SCHOOL

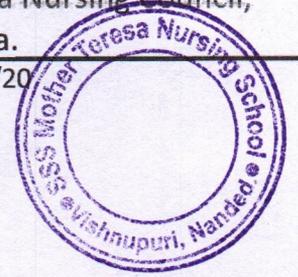
Sahayog Educational Campus, Vishnupuri, Nanded-431606. (Maharashtra)

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Strategy Development and Deployment

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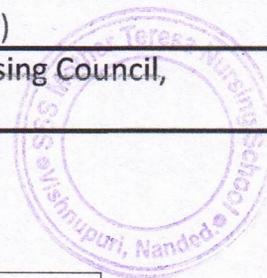
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LIST OF COMMITTEES AND THEIR INCHARGES

Name of the committee	Members	Responsibilities
Admission committee	Ms. Esther Rani J. (vice principal) Mr. Santosh Httikal.(Associate Professor) Mr. Vishwanath swami Mr. Sunil Panchal. (Assistant Professor) Ms. Vrushali Kulkarni. (Associate professor) Shubham Rangari (Assistant professor) Mr. Ramchandra Kadam. Mr. Shivaji Binge.	1.The Committee should meet regularly. 2. To organize and evaluate the learning experiences planned by the individual tutors. 3. Implementation of the curriculum planned. 4. Periodical review of the implemented plan.
Anti Ragging Committee:	Ms. Esther Rani J. (vice principal) Mr. Shubham Rangari (Asst.Professor) Ms.Apurva Sakharkar (Lecturer) Ms. Kushabu Sahare (Lecturer) Mr. Vikas Miskin.(Lecturer) Mr. Vishal Bhagat (Tutor) Ms Mamta Kamble (Sr. Tutor.)	1.To advice, guide, and instruct faculty and mentors for continuous monitoring of students in and outside class and to ensure no incident of ragging to happen and to maintain the campus as ragging. 2. To implement provisions of anti-ragging act 1997.
Curriculum committee:	Ms Esther Rani J. (Vice Principal) Ms. Vrushali Kulkarni HOD (Community Health Nursing) Mr.Santosh HattikalHOD, (MHN) Mr.Arvind Hattikal HOD(Child health Nursing) Mr. Sunil Panchal (Asst. Professor) Ms. Shraddha Gachche (Asst. Professor) Mr.Shubham Rangari (Asst. Professor)	1.Implementation academic schedule as per MUHS 2. Monitoring the progress of student faculty and department, monitoring, syllabus coverage, ratification of attendance. 3. Focus on present and future best practice academic quality in the institute requires that the planned targets.
Discipline committee.	MS. Esther Rani J (Vice Principal) Ms.Anjali Tambe (sr. tutor). Ms. Mayuri Barule (tutor) Mr. Vishal Bhagat (Tutor.)	1.Taking disciplinary action on students. 2. Recommendations of new disciplinary rules. 3. Periodical review of the implemented plan. 4. Maintaining good atmosphere among students & staff.



Esther Rani
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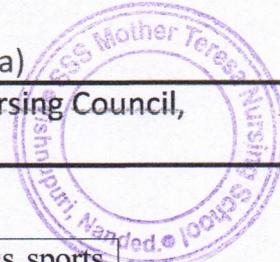
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Sports Committee	MS. Esther Rani J (Vice Principal) Ms. Anjali Kandhare (sr. tutor) Mr.Sunil Kubde.(tutor) Mr. Sushilkumar Rathod (Sr. Tutor)	1. Conduction of various sports events both indoor & outdoor. 2. Motivating the students to participate in various events. 3. Provision of all essential sports related goods. 4. Conducting annual sports meet & prize distribution to the winners. 5. Awarding certificates for Extra-curricular activities.
Students Grievances Redressal Committee.	MS. Esther Rani J (Vice Principal) Ms. Vrushali Kulkarni (Asso. Professor) Mr. Santosh Hattikal (Asso. Professor.) Mr. Sunil Panchal (Tutor) Mr. Shubham Rangari (Lecturer). Ms. Kushabu Sahare (Tutor) Ms. Mamta Kamble (Tutor).	1.To accept written grievances from student and Staff related to the system. 2.To create and implement a mechanism to handle the reported grievance. 3.To forward the findings to the management if necessary for further action. 4.To represent the grievances concerned. section which may maintenance, transport. include academic, amenities etc
Students Nurses Association.	MS. Esther Rani J (Vice Principal) Ms Disha Jondhale. (Sr. tutor.) Mr. Sunil Panchal. (Assistant Profesor.) Ms. Komal phad.(Sr. Tutor)	The SNA provides educational programs, communicates issues, and concerns relevant to nursing, encourages participation in community health -related activities and promotes legislative involvement of the nursing student.
Career Guidance and counselling committee	MS. Esther Rani J (Vice Principal) Ms. Anjali Kamble(Sr. Tutor) Mr. Sunil Panchal (Asst. Professor) Ms. Mangal Deshmukh (sr. tutor)	1. Continuous interaction with placement organization and conducting placement events. 2. Training classes must be organized to all final year students. 3. Conducting mock sessions and group discussions. 4. Principal Imparting techniques for interviews.



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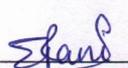
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Vishaka committee.	MS. Esther Rani J (Vice Principal) Ms. Anjali Kandare (sr. tutor) Ms. Pooja Kawdikar (tutor) Ms. Pragti kadam (tutor)	1.To help them to raise their voice against all sorts of discrimination and harassment. 2.To make them aware of their rights. 3.To help them change their mindset and develop decision making abilities. 4. To make them self-dependent.
Students Welfare committee	MS. Esther Rani J (Vice Principal Ms. Vrushali Kulkarni (Asso.Professor) Mr. Sunil Panchal (Asst. Professor) Mr. Shubham Rangari (Lecturer). Ms. Kushabu Sahare (Tutor)	1.To support the students with various services. 2. To recommend on policies relating to students' welfare 3.To recommend on the enhancement of students' facilities during their course of study 4. To address the relevant issues of students and give suggestions


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STRATEGIC PLAN 2019-2024

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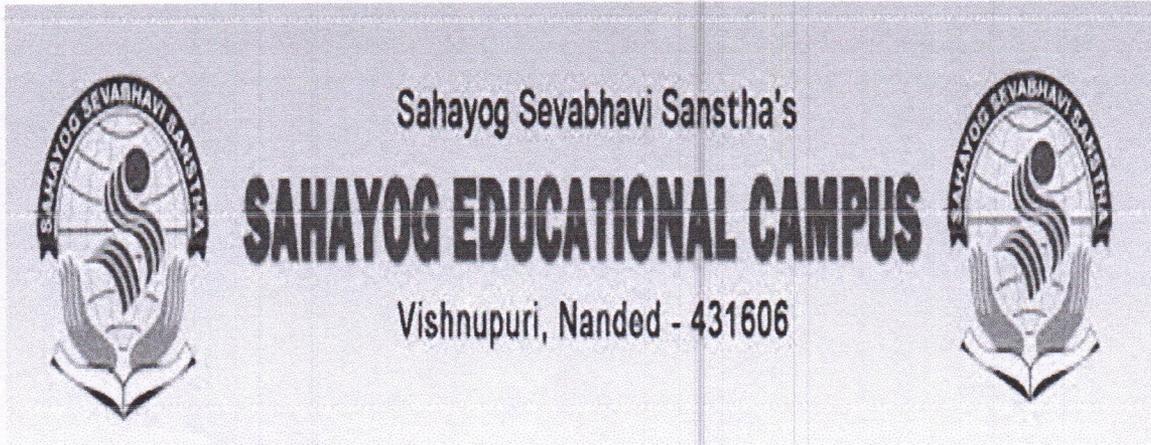
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INTRODUCTION ABOUT SANSTHA



Vision:

To be a Centre of Excellence in preparing competent and ethically sound professional nurses through quality nursing education, ultimately contributing to positive health care outcome globally.

Excellence in nursing education, practice, research, administration and innovation through high value systems for quality nursing care to compete globally in the field of health care arena.

MISSION:

- To impart quality education incorporating cognitive, psychomotor and affective domain.
- To accelerate the learning with multidimensional perspective in order to keep in pace with changing trends and to meet the challenges proactively to cater to the needs of the society.
- To provide platform for nursing research and innovation.
- To prepare excellent and competent nursing professionals with a passion for quality nursing care, through Evidence Based Practice and whose actions and voices will be recognized for their skills in leadership, enabling them to be life-long learners.

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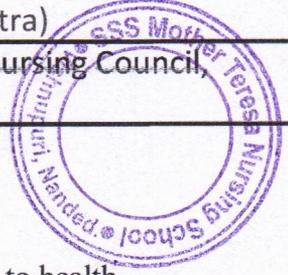
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PHILOSOPHY:

The faculty accepts that nursing is the diagnosis and treatment of human responses to health and illness. The practice of nursing and collaborative approach uses the nursing process to promote, maintain and restore health.

OBJECTIVES OF THE INSTITUTION

- To provide a comprehensive system of education and prepare students to impart highly competent nursing services.
- To maintain high standards of nursing education through innovative approaches towards problem solving
- To inculcate inquisitiveness and the spirit of research in all levels of learning.

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SSS Mother Teresa Nursing School with the vision To be a Centre of Excellence in preparing competent and ethically sound professional nurses through quality nursing education, ultimately contributing to positive health care outcome globally.

Institution strategic goals

Follow effective teaching learning process

- Establish Clinical Training Facilities
- DUAL Programme system
- Establish Value Added Programmes
- Encourage Research & Publications
- Ensure Staff Development
- Ensure Student Progression
- Increase Alumni engagement and interaction
- Ensure Female Student Services

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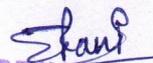
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	Short Term (0-1 Year)	Immediate Term(2-3 Year)	Long Term(4-5Year)
Follow effective teaching learning process	Provide more opportunity to practice participative assignments, learning activity assignments rather than lecture class. Assess the prior knowledge of the students by conducting pre test. Tailoring the lesson plan with problem solving exercises, peer discussion which can be a very effective learning strategy.	Smart classroom ICT equipped with the multimedia facilities, E-learning facilities. Follow flipping of class Support Innovative Teaching Methods with technology to facilitates student learning E.g Role play ,Symposium, Panel discussion.	Use of simulation laboratory and advanced technologies for teaching learning process

Strategic vision and Perspective plan aligned with the vision statement


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Establish Clinical Training Facilities	<p>Enlist the demonstration-based procedures and monitor the redemonstration of such procedure through proper evaluation.</p> <p>3 to 4 departmental staffs together demonstrate procedures to maintain uniformity in all procedures.</p> <p>Redemonstration of the procedures is done at preclinical stage after sufficient hours of practice with necessary guidance and timely corrections.</p> <p>Clinical learning should be improved in terms of application and maximal usage of the available resources.</p> <p>Encourage the students /staffs to prepare a video assisted teaching module for nursing procedures.</p>	<p>Clinical learning should be improved in terms of application and maximal usage of the available resources.</p> <p>Encourage the students /staffs to prepare a video assisted teaching module for nursing procedures.</p>	<p>Practice OSCE (Objective Structured Clinical Examination) as a method of evaluation in clinical training.</p> <p>Conduct research and Implement evidence based clinical teaching</p> <p>Involve final year students in clinical teaching of & B.Sc Nursing 1 Year students.</p>
Dual programme system:	<p>We are implementing a revised semester pattern of B.Sc. Nursing.</p>	<p>We will introduce P.B.B.Sc</p>	<p>increasing the seats for P.B.B.Sc from 30 to 60</p> <p>We will introduce M. Sc. programme</p>


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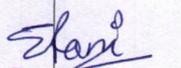
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Establish Value Added Programmes	<p>Establishment of value-added courses E g.</p> <p>Nursing First Aid On ALS First Aid On BLS, GFATM , Computer Literacy etc.</p> <p>Training programs</p>	<p>Expand and involve alumni to increase fund to support the establishment of such new cases</p>	<p>Expand geographical boundaries of academic programme by making partnership with other colleges</p>
Encourage Research & Publications	<p>Encouraging the faculty to actively involve in project work</p> <p>Allocating separate fund budget for research</p>	<p>Obtain/Secure funding for re</p> <p>Enhance research scholarship ex undergraduate graduate students.</p>	<p>Work collaboratively to link research to practice through partnerships. (Transitional Research)</p> <p>Create new incentives, to increase intramural funding for research and scholarship</p>
Ensure Staff development	<p>Regular clinical programmes for at least 5 staff per annum.</p> <p>Recruitment of other state faculty to enhance diversity.</p> <p>Reward faculty who implement innovation in teaching strategies and technologies.</p>	<p>Departmental organization.</p> <p>Fulfill faculty demands who will enrich the educational environment.</p> <p>Establishment of relationship between teaching staffs and staff conducting special training programme</p>	<p>Departmental wings.</p> <p>Invite world class faculty as guest lecture.</p> <p>Recruit senior faculty who are research intensive and they need to be rewarded for their ability to obtain</p>


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		nurse of our hospital and government hospital by	extramural funding
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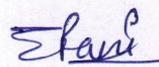
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Ensure student progression	<p>Periodical feedback is collected from students by the Head of the Departments (HOD) and reported to Head of the Institution for necessary action.</p> <p>Remedial classes/ Mentorship program for below average students beyond the college hours (Provide separate concentration for slow learners)</p>	<p>Number of regularly the competitions motivates. students to stretch. academically Conducting creativity and skill programs for enhance the student's skill to higher level.</p>	<p>Students to routinely involve themselves in extra classroom activities beyond the curriculum.</p> <p>Conduct work education program for students</p> <p>Explore Contributions endowment partnering.</p> <p>Sponsorships scholarships by the alumni for the students</p>
Increase Alumni engagement and Interaction	<p>Regular interactions with the alumni.</p> <p>Invitation for various college programmes</p> <p>Recognize successful alumni Leverage for guest lecturers and internships.</p>	<p>Strengthen Alumni association and engagement.</p> <p>Establish alumni association office on campus, engage students-</p> <p>Data base updating and interactive alumni website.</p>	<p>Explore Contributions endowment partnering.</p> <p>Sponsorships scholarships by the alumni for the students</p>
Ensure Female Student services	<p>Establishment of Women's Grievance Cell.</p> <p>Establishment of Women's Sexual Harassment Prevention Cell</p>	<p>Facilitates gender. sensitive environment</p> <p>Organize gender equity sensitization. programs yearly</p> <p>Periodical special talks on women empowerment by guest speakers</p>	<p>Counsellor to attend to the psychological aspects of women's. Women's Day Celebration.</p> <p> PRINCIPAL</p>

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CODE OF ETHICS AND CONDUCT BOOKLET

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CODE OF ETHICS AND CONDUCT BOOKLET

Objectives for the year:

1. The student will uphold and respect the rules and regulations of SSS MTNS.
2. The student will be able to identify the need for rules and regulations of SSSMTNS.
3. The students will follow all the rules and regulations of SSSMTNS.
4. The students will understand the need for punishment for malpractices and misbehaviour either in the clinic or in SSS MTNS

❖ The Committee position consists of:

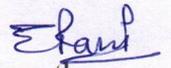
1. LMC chairperson of the institute:
2. Principal of the institute
3. SNA advisor
4. Discipline committee in charge
5. Class coordinators of each department.
6. Student Discipline committee representative from each class.

CODE OF ETHICS AND CONDUCT BOOKLET

The students are expected to maintain decorum, decency, and discipline throughout their course of the program with their faculty, non-teaching staff, co-students, and other supporting staff.

Code of conduct for Class and clinic attendance for the student:

1. Students should be regular and punctual in theory and clinical. As per rules by INC, MNC, and MUHS for appearing the final examination, minimum of 75% theory attendance and 100% clinical attendance are mandatory for all students.
2. Students should come to the class or clinical posting areas 15 minutes before the Commencement of classes or clinical areas.


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3. Students should sign in their muster in the morning when joining and before leaving for the day to mark their attendance.
4. If students come late for 15 minutes for both theory and clinic repeatedly after verbal warning, the student will be marked absent for that day and she has to give an explanation in writing the reason for her repeated late coming.
5. Each student should carry their identity card with her always in clinical posting campus
6. If a student takes sick leave for more than 2 days, she should submit a medical fitness certificate from GMC Hospital, Nanded.

Code of conduct for Vacation, leave protocol and completion of missed hours if applicable for the student:

1. All students should be present on the last day before vacation and the first day after vacation is completed.
2. If the student remains absent, she will ask to pay a fine of Rs. 500/- for the first day and Rs. 100/- day from the second day onwards. She will not be allowed to attend the classes/clinic.
3. For any kind of leave, prior permission with written request and permission from the principal through the class coordinator of the respective department is compulsory.
4. Leave other than sickness to be taken with prior written permission by the principal through the class teacher.
5. On joining after a sick leave for two days and above, students should submit a medical certificate from a recognized medical practitioner, and a filled leave form with leave application must be submitted to the class coordinator on the day of joining.
6. Permission for leave to attend marriage for an immediate relative has to be taken 15 days earlier through proper channel.
7. Make-up duty will be allowed only for genuine reason with permission from Principal.
8. In the following genuine case 10 days leave will be given to the student:
 - a. Physical illness (chickenpox, emergency surgery, accident, proven medical illness. Student will complete the missing hours as 1:1
9. In case of immediate parent/first-degree relative death and marriage for first degree relative:
 - a. one day leave for students living within Nanded city. Student will complete the missing hours as 1:1
 - b. Two days leave for students living outside Nanded (more than 200KM). Student will complete the missing hours as 1:2


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c. Three days or more leaves for students living outside Nanded (more than 600KM). Student will complete the missing hours as 1:3

10. In no condition, leave will not be extended and after allotted leave, students have to join the college or clinic as applicable.

11. During examination and preparatory leave duration, no students are allowed to take leave for any reason or not allowed to leave campus without intimation.

Code of conduct for Class premises for the student:

1. Classrooms should always be kept clean and if found dirty, a fine of Rs. 10- from the student (or whole class as per situation) will be collected with explanation letter. The amount will be doubled the next time on repeating the mistakes. All students should use Dust bin provided by college to dispose their litter.

2 Students are strictly informed to speak only in English, Hindi and Marathi in college as well as in clinics. For disobeying fine of Rs. 100/- will be collected in college and 150- shall be collected in clinics

3. All students of class should ensure that all fan, electric lights are switched off, while leaving the classroom. During daytime, all the curtain, windows should be open and minimum electric light should be used unless the need to do so.

4. LCD, OHP and other college A.V. aids should be handled with utmost care. No playing games, misusing or manipulating is allowed. If used other than for instruction purpose fine of Rs. 100/- will be collected from the class.

5. Any instruments malfunctioning, breakage and lost with this A.V. aids should be informed immediately to the concerned authority.

6. Students are not allowed to make noise in the classroom, corridor, library and demonstration room, if found breaking this rule, Rs. 5/- per student will be collected from that whole class.

7. For any misconduct surrounding the premises of the college and clinics, the student's parents will be informed by sending letters through the institution.

8. Students should respect all the teaching and non-teaching staff of the college, seniors' students, as well as the sister in-charges and the hospital staff in the clinics.

9. Students should sign in the student muster roll daily in the morning and in the evening in the college and clinics.

10. Students are not allowed to have tea and breakfast in the classroom. If found a fine of Rs. 50 will be taken from the students. If it is found that tea cups, dishes are lying on the corridor or on the water purifier machine etc a fine of Rs. 100 will be charge from the responsible student or the class

S. Kanti
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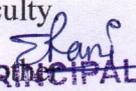
11. Class room will be clean once/twice a week by peon only.
12. The students are not allowed to have marriage during the admitted course program
13. Already married student should avoid pregnancy during the course of study to prevent inconvenient for student and college Code of conduct for college premises for the student:
14. All students should not entertain any visitors during college and clinical hours
15. All students should not enter or stand near the principal's office /stall room when discussion is going on.
16. All students should maintain decorum and discipline while she is in college premises

Code of conduct for Dress code for the student:

1. All students wear decent attires in the college.
2. Students should avoid wearing very short skirts, deep neck tops, and etc. while in college.
3. In clinical areas, complete clinical uniform should be worn compulsorily. A complete uniform includes a light brown dress with a white clean apron, a college identity card, a year plate, a skin colour socks and polished black shoes.
4. Students must wear the prescribed complete clean uniform neat and tidy for the clinical days. If the uniform is incomplete (eg. not wearing proper colour socks, shoes, nameplate, years plate, hair bun etc) wore by the student, she will be mark absent for the day. Only on prior permitted written application, the student will be excused from disciplinary action by the faculty.
5. Only small car studs and hidden chains like mangal-sutra are allowed.
6. Hair should be tied up and covered with a hair net and it should not touch the collar of the uniform
7. Jewellery like finger rings and Mehndi application are not allowed. Black coloured big chains, bangles, anklets are not allowed.
8. Nails should be cut short and nail polish should be not worn.
9. Each student should have an identity card and year hatch plate. 10. Wearing aprons outside the clinics are prohibited. A fine of Rs. 150- will be collected from the student if she wears an apron outside clinical areas except for certain areas like community posting or school health program, simulation lab

Code of conduct for assignment/project for the student:

1. All students should submit assignments on time, given by their respective concerned faculty
2. All students should complete their assignments on their own affords. Copying from classmates is not allowed.


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3. If the student does the proxy sign of anyone e.g. teaching, non-teaching, librarian or parents, etc. in their assignment or project, they have to pay a fine of Rs. 1000 towards discipline committee. Parents of that student meet the discipline committee and class co-ordinator

Code of conduct during theory examination for the students:

1. All students will be seated in the exam hall 15 minutes prior to the exam
2. All students should appropriately fill all required information in main paper answer sheets Supplementary papers will be provided to write answers
- 3 students should wear their college identity cards for exams at college.
4. All students are forbidden to a) bring any books, notes, mobile phone, b) any electronics gadgets or scribbling papers into the examination hall; c) speak or communicate in any manner to any other candidate, while the examination is in progress, and d) carry with them any answer book, written in or black, while leaving the examination hall.
5. All students are requested to go through the provision of the Maharashtra Act, No. XXXI of 1982 i.e., an act to provide for preventing malpractices at university, board, and other specified examination, published in the Maharashtra Government Gazette, dated 14th October 1982. Every offense under the Act is a cognizable and non-available offense.
6. All students should write their answers in legible writing. No marks will be allotted to answer which cannot be assessed by the examiners owing to illegible handwriting.
7. If students want anything, they should approach the supervisor without leaving their seat and without disturbing other students.
8. All college-level courses, subject's examinations conducted by the respective department in the college are mandatory for all the students to appearing in the University/Board examination of that subject.
9. Performance of students, who failed to fulfil the above criteria, shall stand cancelled in spite of their appearance in the University Examination.
10. If the students are found copying or talking or using unfair means of any kind during the examination, an incidental report will be taken in a written and 50% marks will be cut from the exam marks and will be informed to the parent in written memo. If such behaviour is repeated again in the future by the same student, strict measures like year down or suspension from the academic term will be taken.

CODE OF CONDUCT WITH IN THE CLINICALS AREAS FOR THE STUDENT:

1. Each student should carry an identity card with her.
2. Student should carry their own pocket articles as follows
 - 1 Blue pen, red pen, pencil, eraser, and pencil sharpener
 - Small pocket Scissors, nail cutter, ampoule filer

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- Small ruler scale, small pocket dairy
- Pocket dictionary
- 3 medications cards
- Small measuring or ounce glass
- Stethoscope

3. Uniform dupatta should be pinned properly while coming and going for community posting
4. In uniform, students should not stand or go for snacks in a hotel or cafeteria outside the clinics.
5. Students are not allowed to sit anywhere when on duty (near patient's bed, chair, stool, and nursing station) except in certain procedures
6. Students are not allowed to stand in groups in clinics areas like wards other than for some significant reason and if found, strict action will be taken.
7. No mobile should be carried by any of the students. Fine of Rs. 500/- will be collected from that student for not following this rule both in college and clinic areas.
8. Mess Tiffin in the clinics should be properly packed after eating/food and keep it clean.

Code of conduct in library for the students:

1. Students should issue books according to the library's rules and regulations.
2. Students should submit or renew the books on time.
3. Late submission will have a fine of Rs.2/day/book for normal books and Rs.5/day /book for reference books.
4. Reference books can be issued only by keeping their identity card and should be returned on the same day itself before 5:30pm.
5. Silence should be maintained inside the library hall while utilizing the library facilities. No students should be seen shouting or making noise inside or near to the premises of the library. If found, Rs.5 per student will be fined and collected from the students.
6. Book borrowed should be used properly. No student is allowed to damage the borrowed book including the book bank in any form including tearing pages, rough handling. Underlining pages, or writing on pages of the book's issue by the library

Code of conduct and rules for laboratory for the student:

Common rules are as follows:

1. The student should inform the responsible in-charge faculty for using the laboratory room or articles in writing through proper channels and arrange room appropriately after use.

2. The students should follow the rules and protocol set down by the particular lab.

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3. Articles use for the procedure by the students should be returned in proper working condition within a week after the use is over.

4. The student before taking the key from keyboard should take prior permission from the concern in charge faculty.

5. The inventory monitor of each class should check the articles for its cleanliness and damages. Daily inventory should be performed during the clinical posting time and any missing article or breakage should be reported to the concerned departmental faculty.

6 If any inventory articles are lost, the responsible student should replace them within 15 days. If not replaced within given duration, necessary action will be taken.

Demonstration room:

1. Students should inform the responsible in charge faculty or class coordinator for using the Demo/simulation room.

2. Students should enter time and date with sign-in demonstration room registered as per format given in the record whenever in use.

3. Students should follow the rules and protocol set down for the demonstration room by the college.

4. Articles use for the procedure by the students should be cleaned, dried, and then replaced.

5. Any breakage by the student has to be informed immediately to the concerned faculty and should be replaced within the allotted time/duration.

6. Beds in the demonstration room should not be used for taking rest or sitting, if found, strict action will be taken.

7. Laboratory should be kept clean and tidy regularly after its use.

Nutrition laboratory:

1. Students should inform in a written application the responsible in charge faculty or class coordinator for using the nutrition lab.

2. Article used for cookery should be cleaned, dried, and then replaced in proper condition and replace on time.

Anatomy laboratory/Museum:

1. Students should inform the responsible in-charge faculty or class coordinator for using the anatomy lab.

2. Articles should be replaced within the given time.

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3. Students should handle the model and project properly. Any breakage done by the student will be replaced by the student within 15 days.

M.C.H laboratory:

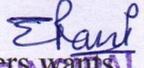
1. Students should inform the responsible in-charge faculty or class coordinator and make an entry in the MCH register notebook.
2. A written application should be submitted to the M.C.H Lab. In charge mentioning date, time, and class issued.
3. Any item taken from MCH should be handled properly and replace on time.
4. In case of any breakage or loss of items should be reported to the M.C.H. Lab same item must be replaced within 15 days.
5. All items should be taken only during college hours, in presence of M.CH. Lab in charge

CHN inventory:

1. Students should inform the responsible in charge faculty or class coordinator for using the CHN room and written application for taking articles with the list of articles required.
2. Article should be replaced to the lab in presence of the in-charge or class coordinator.
3. Articles should be cleaned and dried, before replacing
4. Bag should be kept empty.
5. Any articles if damaged or lost by the student, same articles should be replaced within 15 days of allotted time/duration.
6. CHN inventory monitor should regularly check the articles in presence of the in-charge faculty.

Code of conduct for students staying in college hostel:

1. The hostellers should follow the prescribed rules in the hostel and violation of the rules shall result in removal from the hostel for a period as decided by the institution. 2 Ragging is a crime prohibited under law. Anyone found indulging in this unethical act of ragging would be isolated punished by the institution through discipline committee and law enforcing authorities as the case may be
2. The hostel rooms should be kept clean and tidy. There will be surprise checking in the hotel rooms by the respective faculty a
3. Students staying in the hostel should come on time and roll call by rector should be performed diligently.
4. One night-pass (not in combination of days) per month will be allowed to hostellers, wants only No night pass will be given during exam time.


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CODE OF ETHICS

A code of ethics is a set of guiding principles that all members of a profession accept.

The Faculty of MTNS is committed to and responsible for:

1. The public

They have a professional responsibility to serve the public interest and welfare and to further the knowledge of science. They should actively be concerned with the health and welfare of society. Public comments on scientific matters should be made with care and precision without unsubstantiated, exaggerated, or premature statements.

2. The health science innovation and research and nursing teaching technology.

They should seek to advance science, understand the limitations of their knowledge, and respect the truth, they should ensure that their scientific contributions are thorough, accurate, and unbiased.

3. The profession

They should remain up-to-date with developments in their fields, share ideas and information. keep accurate and complete records, maintain integrity in all conduct and publications, and give due credit to the contributions of others. They should not be involved in conflicts of interest and scientific misconduct, such as fabrication and plagiarism.

4. The institute

They should promote and protect the legitimate interests of the Institute, perform work honestly and competently, fulfil obligations, help the development of the Institute, and safeguard proprietary information.

5. Employees

They should be cordial and respectful to all their colleagues. They should assist their seniors in the Institutional and Departmental activities, they should treat subordinates with respect for their professionalism and concern for their well-being, and provide them with a safe, congenial working environment, and proper acknowledgement of their scientific contributions

6. Students

They should regard the tutelage of students as trust conferred by society for the promotion of the student's learning and professional development. Each student should be treated respectfully and without exploitation.

7. The environment

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They should understand and anticipate the environmental consequences of their work and avoid pollution and protect the environment.

8. Work

They should have integrity in teaching and service. Integrity requires a readiness to follow sound methods and analysis wherever they may lead, an awareness of one's own bias Indifference to error, or efforts to ignore or conceal it, should stand to the professional discredit. Integrity in teaching involves presenting the substance and variant interpretations of the material covered in the course with intellectual honesty, fairness in judging students' work on its academic merits alone, and readiness to discuss students' views with open-mindedness and on their intellectual merits. Integrity in service involves the exercise of all those qualities that enable colleagues to have confidence in one another and, with mutual respect, to pursue common goals.

Rights of faculty and academic freedom in MTNS:

The faculty shall enjoy full civic and political rights as provided by the constitution provided she does not represent himself herself as a spokesperson for the institute in this regard, unless she/he is authorized to do so. The faculty cannot be a member of any political party or contest election while being a full time or part time faculty.

2. The faculty shall have a right to adequate emoluments, just conditions of service, academic freedom and professional independence.

3. The faculty is entitled to freedom in the classroom in discussing their subject, but s/he should be careful not to introduce into his/ her teaching any personal or controversial matters which have no relation to the subject being taught.

4. The faculty is entitled to full freedom in research, publication of the results of research. Consultancy, advice, extensional work, etc., by the Institute and also subject to the adequate performance of other academic and administrative duties in the Institute.

5. The faculty will be free from institutional censorship or discipline when s/he speaks or writes as a responsible citizen. However, she should at all times be accurate, exercise appropriate restraint, and show respect for the opinions of others.

6. The faculty should measure the urgency of his/ her other obligations in the society in the light of his/ her responsibilities to his/her subject, students, profession, and to the Institute.

7. The faculty shall hear and allow their fellow colleagues and the students on campus to hear those whom s/he Institute has invited to speak and will indicate disagreement not by disruptive action designed to silence the speaker, but by reasoned debate and discussion on an open profession



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8. The faculty should be vigilant against exploitation of his/ her work for objectionable use.
9. The faculty shall have the right to choose whether or not to join a trade union and whether or not to participate in union activities.
10. The faculty is entitled to fair and equitable grievance procedures. Whenever the faculty has any complaint to make, s/he should utilize first the institute's grievance redressal machinery.
11. The faculty has a right to comment publicly in relation to his/ her area of professional expertise.

Code of conduct of faculty with respect to the institute:

1. The faculty shall be at the disposal of the Institute for full time.
2. The faculty shall strive hard to promote the interest and improve the image of the Institute.
3. The faculty shall conform to and abide by the provisions of the Act, Statutes, Ordinances, Regulations and Rules and Orders/Decisions of the competent authorities in force and as amended from time to time.
4. The faculty shall be co-operative with the authorities for the betterment of the institute, and in formation of the policies of the Institute, keeping in view the interest and dignity of the profession.
5. The faculty shall participate in academic, co-curricular, extra-curricular and cultural activities of the Department/Institute.
6. The faculty shall strive to discharge effectively the administrative responsibilities assigned to him by the authorities.
7. The faculty shall give paramount importance to his/ her responsibilities within the Institute in determining the magnitude and character of the work to be done outside the Institute.
8. The faculty is custodians of all the facilities and equipment under their control and they should use them efficiently, carefully and honestly for the specified Institutional purposes only. The facilities and equipment shall not be used for personal purpose, unless prior permission is obtained for the authority.
9. The faculty shall use all the resources economically, secure them against theft or misuse, and avoid any wastage. Without prior permission from the competent authorities, no changes, additions, alternations, etc. shall be carried out in the facilities and equipment which will result in losses, damage or/and financial burden on the Institute.
10. The faculty shall refrain from doing anything which will tarnish the image of the Institute.

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11. The faculty has the right to advocate institutional changes, in a decent manner commensurate with the Profession within the Institute.

12. The faculty shall not, without prior permission of the competent authority, ask for or accept -contributions to or otherwise associate himself/ herself with the raising of funds or other collections in cash or otherwise for his her own benefit.

13. The faculty shall not accept or permit to accept any member of his/ her family or any person acting on his/ her behalf to accept any gift in cash or in kind for his/ her own benefit from any person including another faculty for a work to be done in connection with the business of the Institute.

14. The faculty shall s permission of the competent authority before applying for a job, post, or scholarship fellowship, any course of study leading to degree, diploma, certificate, etc. outside the Institute.

15. The faculty shall not, without prior permission of the competent authority, absent himself herself from his/ her duty. In the circumstances or reasons beyond his/ her control she shall intimate or cause to intimate the reason for the absence to the competent authority within five days from the first day of absence, failing which the absence may be treated as leave of absence without pay, and shall be further liable to such disciplinary action as the competent authority may deem fit. However, the competent authority may condone this condition in respect of a faculty who for reasons beyond his/ her control was unable to convey the cause of his her absence

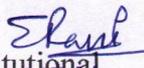
16. The faculty or his/ her relative shall not-(i) bid directly or indirectly at any auction of the property of the Institute, (ii) submit any tender/quotation for the supply of any item to the Institute, or (iii) supply any item to the Institute against payment from the institute.

17. The faculty or his/ her relative shall not use the property of the institute including the residential accommodation allotted to him by the institute, for conducting any trade, business, coaching classes, private tuitions, etc.

18. The faculty shall not engage himself/herself of any trade, business, coaching classes, tuition or any other occupation, which is not part of his/ her duties as prescribed nor permitted by the rules of the Institute.

19. The faculty shall not accept any regular employment assignment outside the Institute, without the permission of the MTNS

20. The faculty shall not issue an order, circular, notice, statement, memo, institutional information, etc., the issuance of which is not in his/ her jurisdiction and s/he is not authorized to do so.


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21. The behaviour of the faculty with all students and employees shall be modest. The faculty shall not use any vulgar, abusive or unparliamentarily language in a public place.

22. The faculty shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which she may happen to be for the time being. She shall not consume any intoxicating drink or be under the Influence of any intoxicating drink or drug, during the course of his/her duty and shall also take due care that the performance of his/ her duties at any time is not affected in any way by influence of any such drink or drug. S/he should also refrain from consuming any intoxicating drink or drug in a public place and shall not appear in a public place in a state of intoxication.

23. The faculty shall report to the functionaries or authorities any matter which is detrimental to the welfare of the Institute.

Code of conduct of the faculty with respect to the profession: As registered nurse and midwife, the faculty in the institute will abide by the code of ethics of nurses in India. They are as follows.

1. The nurse respects the uniqueness of individual in provision of care-Nurse:

1.1 Provides care of individuals without consideration of caste, creed, religion, culture, ethnicity, gender, socio-economic and political status, personal attributes, or any other grounds.

1.2 Individualizes the care considering the beliefs, values and cultural sensitivities.

1.3 Appreciates the place of individual in the family and community and facilitates participation of significant others in the cure.

1.4 Develops and promotes trustful relationship with individual(s)

1.5 Recognizes uniqueness of response of individuals to interventions and adapts accordingly.

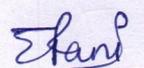
2. The nurse respects the rights of individuals as partner in care and help in making informed choices - Nurse:

2.1 Appreciates individual's right to make decisions about their care and therefore gives adequate and accurate information for enabling them to make informed choices.

2.2 Respects the decisions made by individual(s) regarding their care

2.3 Protects public from misinformation and misinterpretations.

2.4 Advocates special provision to protect vulnerable individuals/groups.


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3. The nurse respects individual's right to privacy, maintains confidentiality, and shares information judiciously-

Nurse:

3.1 Respects the individual's right to privacy of their personal information

3.2 Maintains confidentiality of privileged information except in life threatening situations and uses discretion in sharing information.

3.3 Takes informed consent and maintains anonymity when information is required for quality assurance/ academic/legal reasons

3.4 Limits the access to all personal records written and computerized to authorized persons only.

Nurse maintains competence in order to render Quality Nursing Care, Nurse

4.1 Nursing care must be provided only by registered nurse

4.2 Nurse strives to maintain quality nursing care and upholds the standards of care

4.3 Nurse values continuing education, initiates and utilizes all opportunities for self-Development.

4.4 Nurses values research as a means of development of nursing profession and

Participates in nursing research adhering to ethical principles.

5. The nurse is obliged to practice within the framework of ethical, professional and legal boundaries- Nurse:

5.1 Adheres to code of ethics and code of professional conduct for nurses in India developed by Indian Nursing Council

5.2 Familiarizes with relevant laws and practices in accordance with the law of the state

6. Nurse is obliged to work harmoniously with members of the health team - Nurse:

6.1 Appreciates the team efforts in rendering care

6.2 Cooperates, coordinates and collaborates with members of the health team to meet the needs of people

6.3 Nurse commits to reciprocate the trust invested in nursing profession by society-Nurse

6.4 Demonstrates personal etiquettes in all dealings

6.5 Demonstrates professional attributes in all dealings

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Code of professional conduct: The faculty of MTNS will follow the code of professional conduct for nurses in India as follows:

1. Professional Responsibility and accountability -- Nurse

- 1.1 Appreciates sense of self-worth and nurtures it
- 1.2 Maintains standards of personal conduct reflecting credit upon the profession
- 1.3 Carries out responsibilities within the framework of the professional boundaries
- 1.4 Is accountable for maintaining practice standards set by Indian Nursing Council
- 1.5 Is accountable for own decisions and actions
- 1.6 Is compassionate
- 1.7 Is responsible for continuous improvement of current practices
- 1.8 Provides adequate information to individuals that allows them informed choices.
- 1.9 Practices healthful behavior

2. Nursing Practice-Nurse

- 2.1 Provides care in accordance with set standards of practice
- 2.2 Treats all individuals and families with human dignity in providing physical, Psychological, emotional, social and spiritual aspects of care
- 2.3 Respects individuals and families in the context of traditional and cultural practices. Promoting healthy practices and discouraging harmful practices
- 2.4 Presents realistic picture truthfully in all situations for facilitating autonomous Decision-making by individuals and families
- 2.5 Promotes participation of individuals and significant others in the care
- 2.6 Ensures safe practice
- 2.7 Consults, coordinates, collaborates and follows up appropriately when individuals' care needs exceed the nurse's competence

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3. Communication and Interpersonal Relationships-Nurse

- 3.1 Establishes and maintains effective interpersonal relationships with individuals, families and communities.
- 3.2 Upholds the dignity of team members and maintains effective interpersonal relationship with them.
- 3.3 Appreciates and nurtures professional role of team members
- 3.4 Cooperates with other health professional to meet the needs of the individuals, families and communities.

4. Valuing Human Being - Nurse

- 4.1 Takes appropriate action to protect individuals from harmful unethical practice.
- 4.2 Considers relevant facts while taking conscience decisions in the best interest of Individuals
- 4.3 Encourages and supports individuals in their right to speak for themselves on issues affecting their health and welfare
- 4.4 Respects and supports choices made by individuals

5. Management Nurse

- 5.1 Ensures appropriate allocation and utilization of available resources
- 5.2 Participates in supervision and education of students and other formal care providers
- 5.3 Uses judgment in relation to individual competence while accepting and delegating
- 5.4 Facilitates conducive work culture in order to achieve institutional objectives
- 5.5 Communicates effectively following appropriate channels of communication
- 5.6 Participates in performance appraisal
- 5.7 Participates in evaluation of nursing services
- 5.8 Participates in policy decisions, following the principle of equity and accessibility of Services
- 5.9 Works with individuals to identify their needs and sensitizes policy makers and funding agencies for resource allocation

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6. Professional Advancement –Nurse

- 6.1 Ensures the protection of the human rights while pursuing the advancement of knowledge
- 6.2 Contributes to the development of nursing practice
- 6.3 Participates in determining and implementing quality care
- 6.4 Takes responsibility for updating own knowledge and competencies
- 6.5 Contributes to core of professional knowledge by conducting and participating in research

General code of professional conduct in MTNS, Nanded:

1. The faculty should act in such a manner as to uphold and enhance the honor, integrity and dignity of the nursing profession, and adhere to a responsible pattern of conduct and demeanor expected of him/her by the profession and community.
2. The faculty shall perform all his/ her duties faithfully and shall not avoid any of the responsibilities.
3. The faculty shall at all time maintain absolute integrity in scholarship, teaching, and service.
4. The faculty shall build his/ her professional reputation on the merit of his/ her service and shall not compete unfairly with others.
5. The faculty shall always strive for competence and excellence in areas of his/ her expertise, professional skills and research
6. The faculty should avail all opportunities to attend and participate in academic programmes. such as Seminars, Orientation and Refresher Courses, In-service program, etc to improve his/ her knowledge and skills, with prior permission of the authorities and provided such a provided such a programme does not affect his/her duties in the Institute.
7. The faculty shall perform his/ her academic duties, such as lectures, demonstrations, guidance to research students, tutorials, examinations and assessment, regularly, punctually and effectively.
8. The faculty shall co-operate and assist authorities in carrying out functions relating to the institute such as: admissions; counselling of students; examinations, including supervision, invigilation and evaluation; and enforce and maintain discipline among the students.
9. The faculty should assure that his/ her teaching, research and public service obligations are in tune with the objectives of the institute and are fully met.
10. The faculty may publish advertisements or promotional materials with permission of the Registrar, provided the materials are truthful and do not include any false, misleading or exaggerated claims and information.

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11. The faculty should hold paramount the safety, health and environment of the students and colleagues in the performance of his her professional duties:

12. The faculty shall issue public statements only in an objective and truthful manner.

13. The faculty shall issue no statements, criticisms, nor may arguments, on matters which are inspired, or paid for by an interested party for any pecuniary interest she have in the instant matter.

14. The faculty shall be dignified and modest in explaining/publishing his/ her work and merit, and shall avoid any act tending to promote his/ her own interests at the expense of the integrity, honor and dignity of the profession/Institute.

15. The faculty shall not reveal confidential information or finding of any committee or board of which s/he is a member or that obtained by him in the course of his/ her duties as a faculty of the Institute.

16. The faculty shall admit and accept his/ her own errors when proven wrong and refrain from distorting or altering the facts to justify his/ her decisions.

17. The faculty shall not associate him/her with any illegal organization and involve him/her in any unethical act.

18. The faculty shall give proper credit for a work to those to whom the credit is due, and recognize the proprietary interests of others.

19. The faculty shall endeavor to extend the public knowledge of Science & Technology and shall not participate in the dissemination of untrue, unfair or exaggerated statement regarding his/her discipline.

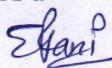
20. The faculty shall uphold the principle of appropriate and adequate compensation for those engaged in a common venture.

21. The faculty shall not in an application for a professional position deliberately make a false statement or fail to disclose a fact related to competency and qualifications or misrepresent his/ her professional qualifications.

22. The faculty shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.

23. The faculty shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

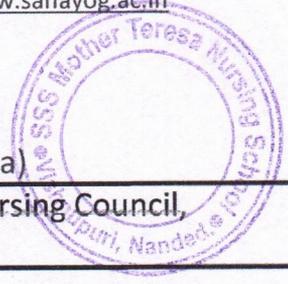
24. The faculty shall accept personal responsibility for his/ her acts and seek to merit the respect and confidence of the staff and the students of the Institute.


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25. When considering an interruption or termination of their service, the faculty should recognize the effect of it upon the academic programs of the and give due notice to the authorities and try to mitigate the effects

26. The faculty should manage his/ her private affairs in a manner consistent with the dignity of the profession.

27. The faculty should express free and frank opinion about Institute and profession by participation at professional meetings, seminars, conferences, etc.

28. The faculty should maintain active membership of professional organizations and strive to improve education and profession through them.

29. The faculty shall not raise questions of caste, creed or religions, race or sex in his/ her. Relationship with the students and his/ her colleagues. The faculty shall not use the facilities or forum of the Institute to propagate his/ her own ideas or beliefs for or against particular political party or alignment of political or religious activities.

31. The faculty should not involve himself/ herself in private coaching/ tuitions, writing of question-answer guides, keys, likely questions, cyclostyled or photocopied notes or electronic transfer of such material.

32 The faculty shall not refuse or avoid any work related to the Institute examinations without reasonable grounds.

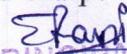
Code of ethics and conduct for Librarian:

1. In addition to the duties of the faculty as mentioned above, the Librarian shall perform the following duties:

(a) The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, catalogued, and up-dated.

(b) The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.

(c) The Librarian shall always try to bring books, students, and faculty together under conditions which encourage reading for self-discovery, personal growth, and sharpening of intellectual curiosity


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Code of conduct of the faculty with respect to the students:

1. The faculty should respect the right and dignity of the students and protect their academic freedom in expressing their opinions.
2. The faculty should deal affectionately, justly, impartially and professionally with all the students.
3. The faculty should encourage students to improve their performance and personality, and at the same time contribute to community welfare. 4. The faculty should inculcate among students the scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
4. The faculty should not behave in a vindictive manner towards any of the students for any reason.
5. The faculty should make himself herself available to the students even beyond their class hours if need be and help and guide students without any remuneration or reward.
6. The faculty should seek to establish healthy relationships between the students and the Institute, without compromising the dignity of his/her profession and the welfare of the students.
7. The faculty should refrain from recruiting a student who is already enrolled, registered, or has declared his/her intent to register with any other institution, or faculty members from within the institute unless such an institution has appropriate MOA with the Institute or the concerned colleague's written consent for transfer.
8. The faculty shall not do or say anything that would undermine the confidence and the respect of his her students towards the Institute. She should inform the students regarding the importance, purposes, accomplishments, and needs of the Institute.
9. The faculty shall refrain from inciting students against other students, colleagues, administration and the Institute. or any ground which is illegal, unethical, immoral or unprofessional
- 10 The faculty should encourage the free pursuit of learning in the students and hold before them the best scholarly and ethical standards of their discipline, and adhere to his/her proper role as an intellectual guide and counselor.
11. The faculty shall evaluate students' competency through the use of validated methods and techniques and do the evaluation in an independent and objective manner, subject to standards and norms decided by the Institute. Thus, awarding unusually high marks or unusually low. Marks and failing unusually large number of students or haphazard assessment of students disregarding the actual performance shall be against the code.

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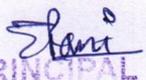
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12. The faculty shall refuse any reward or remuneration from any private organization or prospective employer for placement of the students.
13. The faculty should avoid any exploitation, harassment, or discriminatory treatment
14. The faculty shall acknowledge any significant academic or scholarly assistance from the students.
15. The faculty shall not unreasonably restrain the student from independent action in the pursuit of learning.
16. The faculty shall not deliberately suppress or distort subject matter relevant to the student's progress.
17. The faculty shall make reasonable efforts to protect the students from conditions harmful to learning or to health and safety.
18. The faculty shall not use professional relationship with students for private advantage.
19. The faculty shall not disclose the confidential information about students or from the students, obtained in the course of the professional service, unless disclosure serves a compelling professional purpose or is required by law or is for the best interest of the student and Institute
20. The faculty should refrain from tutoring students of his/ her classes for any payment
21. The faculty cannot force any student to join his/ her group for research against the student's will Further, the faculty must refrain from using any tactic which is tantamount to induce the student to join him her as a research student .

Code of conduct with respect to the colleagues:

1. The faculty should treat every employee of the Institute as equal partner in a cooperative undertaking within the Institute and be courteous to them.
2. The faculty should not discriminate or harass his/her colleagues on any basis.
3. The faculty should show respect for the opinions of others in the exchange of criticism and ideas
4. The faculty should speak respectfully of other faculties and other employees and render assistance for their professional betterment.


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Code of conduct of the faculty with respect to research:

1. The Institute expects all those engaged in research to observe high ethical standards in the conduct of research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the relevant funding bodies.
2. Ethical clearances must be gained where appropriate. The faculty should recognize the Intellectual Property created by the students working under him/her and the colleagues involved in the respective work and stipulate equitable returns to the originators of intellectual property as well as to the Institute and any other stakeholder.
3. The research students must not disclose any confidential information generated through the course of research contract from private funding agencies and industries to their competitors under any circumstance for monetary benefits or otherwise. Such data must be with the supervisor who will deposit with the sponsor at the end.

Code of conduct of the faculty with respect to guardians of the students:

1. The faculty should try to see through appropriate bodies and organizations that Institute maintains contact with the guardians of their students.
2. The faculty should be courteous to the guardians of the students and provide them with the information regarding the progress of the students.

Code of Conduct of the faculty with Respect to Society

1. The faculty should strive to keep the public informed of the educational programs which are provided by the Institute
2. The faculty should be aware of the social problems and take part in such activities as would be conducive to the progress of the society and hence the county as a whole.
3. The faculty should work to improve education in the community and strengthen the community's moral and intellectual life

Code of conduct of the faculty pertaining to plagiarism:

1. Definition. Taking over the ideas, findings, methods, interpretation, or text (written words) of another author, and presenting them thereafter as one's own creation without proper acknowledgment to its actual source and with the intention that they be taken as the work of the deceiver, is plagiarism

[Signature]

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2. The faculty and students have to scrupulously acknowledge in their own work every intellectual debt for ideas, methods, and expressions in appropriate form. They have an obligation to oppose deception actively in themselves and in others and to question the claims the work makes and the sort of credit it grants to others.

3. The faculty must emphasize the necessity of and ensuring rigorous intellectual honesty in the use of sources and of utter respect for the work of others.

4. The faculty must exercise the greatest care not to use a student's ideas, search, or presentation to his/her benefit without appropriate acknowledgment.

5. Any case of suspected plagiarism should be brought at once to the attention of the affected parties and to the profession through proper and effective channels. Such a case should be brought to the notice of the Dean (RCRM) for further action.

6. The gravity of a charge of plagiarism, by whomever it is made, must not diminish the diligence exercised in determining whether the accusation is valid.

Disciplinary Action:

Misconduct: The breach of any of the provisions in the Code of Conduct, or any one or more of the following acts on part of the faculty shall be deemed as a misconduct and include.

1. Any action by the faculty contrary to the provisions prescribed in the Act, Ordinances, Regulations, Rules and Directives from the Authorities, Functionaries and the Government.

2. Willful negligence of duty in teaching, administration and research.

3. Refusal to accept charge-sheet, order or other communication served according to the Rules.

4. Obtaining employment in the Institute by misleading or by misrepresenting the facts, or providing false information to the Institute about oneself or about any other person.

5. Misappropriation of any amount and/ or movable and immovable property.

6. Obtaining another employment while being on the payroll of the Institute.

7. Any person on deputation of lien not informing the current status of his/her job beyond that period and still holding the lien position.

Disciplinary Authority:

The Disciplinary Authority in respect of the faculty's working in the Institute shall be the conducted by the local managing committee appointed by the SSS MTNS Penalties:

Minor Penalties
Verbal warning

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Written memo/waring.

Fine.

Recovery from his/her pay or such other amounts as may be due from him/her.

Major Penalties:

- i. Stoppage of increment with or without effect on future increments
- ii Reduction to a lower scale of pay, grade, post or service,
- iii Compulsory retirement.
- iv. Termination of service,
- v. Dismissal from service,
- vi. Removal from service..

For any grievance, the faculties can approach institution grievance redressal committee.

CODE OF CONDUCT FOR THE NON-TEACHING STAFF MEMBERS

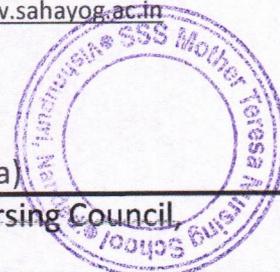
The non-teaching employees of the Institute shall be governed by the rules and regulations prescribed in the existing Maharashtra Civil Services Rules [Maharashtra Civil Services (Conduct) Rules, 1979; and Maharashtra Civil Services (Discipline and Appeal) Rules, 1979] and will remain applicable with amendments, if any, done from time to time

The non-teaching employees of the Institute shall uphold their duty, respect colleague, teaching faculty and students while processing administrative duty.

The non-teaching employees of the Institute shall follows all code of conduct application as per Maharashtra civil services conduct rule of 1979.Grievance Redressal in MTNS

STUDENT-STAFF FOCUS:

- a) Grievance Redressal Mechanism should not only seek to redress Grievances but also to avoid them.
- b) The MTNS shall endeavor to improve service through constant interactions with the students and staff to elicit their views on academic and administrative standards, and to seek their suggestions for improvement
- c) At least one meeting per year shall be held to offer opinions and suggestions on student/staff academic and administrative standards and services
- d) The MTNS shall take all efforts to abide by and enforce UGC regulations in all its operations.
- e) The MTNS shall also abide by the Code of conduct approved by the MTNS
- f) All efforts shall be made to leverage Information Technology for providing an easy platform to the students and staff to lodge grievances, to track the status of grievances, to enlighten them on claims procedure to provide access to information on whom to contact and to enhance academic and administrative standards and services



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- I) Grievances may include the following complaints of the aggrieved students namely:
Making admission contrary to merit determined in accordance with the declared admission policy of the institute
- ii) Irregularity in the admission process adopted by the institute
- iii) Refusing admission in accordance with the declared admission policy of the institute.
- iv) Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such Person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue.
- v) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution.
- vi) Breach of the policy for reservation in admission as may be applicable.
- vii) Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar or application for any grievance related to exam.
- viii) On provision of student amenities as may have been promised or required to be provided by the institution.
- ix) Denial of quality education as promised at the time of admission or required to be provided.
- x) Non transparent or unfair evaluation practices.
- xi) Harassment and victimization of students including sexual harassment
- xii) Refund of fees on withdrawal of admissions as per MTNS, instructions from time to time.

RESPONSIBILITY FOR REDRESSAL

The final responsibility for Grievance Redressal rests with Grievance Committee specially constituted under UGC regulations, for resolution of Grievances. The MTNS expects that Grievance Redressal be time bound and result oriented.

DOCUMENTING GRIEVANCES:

The Grievance Redressal Machinery starts with a proper decimation protocol. A Grievance is defined as any communication that expresses dissatisfaction about an action or lack of action or about the standard of service/deficiency of service of academic or administrative nature of the MTNS. Thus any communication, as defined above written, verbal or digital- shall be recorded in the Grievance system. Immediately on receipt of a Grievance, the concerned Office

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shall send a written communication to the complainant (the person who lodges the Grievance with the MTNS), stating the following:

- Acknowledging his communication.
- The name, address, email id and Phone number of the authority to whom the Grievance has been forwarded (in case the Grievance relates to another office)
- The name, address, email id and Phone number of the authority to whom the Complainant could escalate the matter if his Grievance is not redressed within the specified timeframe or if he is not satisfied with the action taken.

Grievance Redressal Committee:

It shall have senior's member for specific duration from each program departments with 4 or more members. Its specific shall be declared in circular time to time.

Reference:

1. A code of ethics and conduct of faculty and staff. Available from

URL:https://www.ictmumbai.edu.in/uploaded_files/Schedule B-Code-of-Conduct-Ethics.pdf

2. DPU Grievance redressal policy. Available from
URL:<https://dru.edu.in/Document/Guidelines-for-Grievance-Redressal-Cell.pdf>

3. UGC gazette for Grievance redressal. Available at
URL:https://www.ugc.ac.in/pdfnews/0588502_English.pdf

4. Code of Professional Conduct for Nurses in India Available from URI.
Jap://www.tamilnadumorsingconcil.com/uploads/circulardprofessional code of ethics.pf cited 30/08/21

Important contact numbers

Sr.No	Name	Designation	Contact Number
1.	Ms. Esther Rani J	Vice principal	9405125429
2.	Ms Vrushali Kulkarni	Academic coordinator	9763442112
3	Mr. Ramchandra Kadam	Administrative officer	9823799224
4.	Mr Sunil B. Panchal	In charge of examination batch	9665622482
5.	Mr. Shivaji K Binge	In charge of scholarship section.	7507575255

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POLICY DOCUMENT

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APPOINTMENTS & SERVICE MATTERS

Classification of Employee:- Employees can be classified as

Permanent Employee: Means one he has been appointed in a substantive capacity on a permanent post and tested as permanent after the successful completion of the probationary period of two years without absent.

A Probationary Employee: Means one who is on probation period of two years for all Academic Staff

Contract Employee: Means an employee who has been employed for a particular job under the terms of contract of employment/appointment which automatically ceases after the expiry of period or completion of job.

Casual Employees: Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.

Intermittent Service: All faculty & staff working in day time with an interval of Minimum 30 minute's duration are called Academic or Intermittent Service and they will avail weekly rest on Sunday, Example: -All Teaching & Non-Teaching Staff

Continues Service: A Staff member who will work continually in shifts without interval is called as Continuous service staff and they will avail rest on different days in a week. They will available in ignition duty in shift for 24 hours in day. Example:- Hostel Wardens & House keeping Supervisor etc.

Appointments:-

Source of Manpower: For recruitment purpose, the following methods for recruitment may be followed

1. Inviting Applications through Open advertisement in leading Newspaper
2. Selected through Walk-in-Interview by open advertisement.
3. Referrals in case of emergency.


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Appointing Authority- is the Management. The Secretary who have the powers for appointment for a particular category of employment.

1. All appointments to any categories of post shall be made by appointing Authority on. The recommendation of the selection committee constituted by competent authority
2. Qualification and experience for the appointment of teaching staff, INC norms wherever applicable shall be followed.

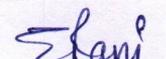
Selections & Joining:- Every applicant for employment as teaching faculty is required to fill up and sign the prescribed/Bio-data information form and undergo:

1. A test interview of proficiency in the job he seeks for the manner considered if necessary for the purpose.
2. The applicant should present a demo on the technical or on the subject of the concerned field before Selection Committee.
3. Every person appointed must sign on the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rules of the College
4. Appointments shall be subject to prior submission of original certificates governing his/her employment.
5. The services of any employee on probation may be terminated without assigning any reason whatsoever.
6. An employee may resign for his services in the college even after his confirmation by giving one month notice in advance or by paying an amount equal to one month salary in lieu of notice period provided there are no dues outstanding against the employee.
7. HOD's/Section In-charges will circulate the Service & Conduct Rules to satisfy after appointment and it is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution.

Increments, Promotions and Resignations:-

Performance, Self Appraisal, and Review Process:

Performance Self Appraisals shall be done for all the teaching staff members of the


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Institution. The self appraisal will be concurred by the immediate Head of the Department, Head of the Institution and will be considered at the next level evaluation.

Grant of Increment:- Increment of any numbers of staff, Teaching or non teaching will depend upon the performance of his working ability satisfaction he/she gives to the management in discharge of his duties which include teaching feedback, regular in attendance. Self appraisal and his contribution to growth of the dept. or organisation etc.

Promotion

1. The faculty up gradation shall be considered strictly as per INC norms
2. Up gradation of other staff will not necessarily depend solely on seniority The following factors will also be taken into account:

- a. Past performance record
- b. Potential for higher responsibilities
- c. Punctuality and good conduct in the institution premises
- d. Requirement of those particular categories of staff member.

Demotion A demotion is defined as a re-assignment from one position to another position at a lower pay grade or lower salary range. A demotion can also be defined as a re assignment of duties to a lower level of pay or responsibility even if there is no change in the employee's job or title or position. Demotions may occur if work is eliminated or abolishes or re- organized disciplinary action or if a staff member is unable to perform the work satisfactorily

Resignations, Retirements and Terminations:-

A)Resignations:-

- a) An employee, desirous of leaving the institution, shall give one month advance notice or pay back one-month salary in lieu of notice period to the institution before leaving
- b) Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him for any such reason?

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B)Retirement:- All employees (except Principal) would superannuate normally on attaining the age of 70 (seventy) years. However, in exceptional cases, the service can be extended and hired of decided by the appointing authority and or as per norms of the INC.

Termination of Service

1. The Management reserves the right to terminate the service of an employee by giving one month notice in writing without assigning any reason whatsoever or by paying one month pay to the employee for the equivalent period in lieu thereof as agreed upon.
2. The Management shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of organization.

LEAVE RULES

Introduction: Leave Rules shall mean Casual Leave, Special CL, Medical Leave, Maternity Leave, Paternity Leave, Earned Leave, Leave on Loss of Pay. These Leave rules came in force with effect from the date of circulation of these rules. These Rules shall apply only & to all the permanent & probationary employees of the SSS Mother Teresa Nursing School, Nanded, but not to contract or casual employee.

Leave Procedure:-

1. Leave shall be granted in advance accordance with the format prescribed for that leave.
2. Leave cannot be claimed by any employee as a matter of right
3. For purpose of Leave, Leave year shall be reckoned for calendar year i.e. from January 01 to December 31 of every year.
4. Leave application shall be submitted in the prescribed form to the Head of the Department who will forward to the principal and all HODs will submit the leave applications to the Principal/Dean/ Director for sanction in advance every day in the morning.
5. The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.

A record of all sanctioned leave shall be maintained in the Establishment section of Admin office.

6. An employee who is placed under suspension during the enquiry shall not be granted leave.




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7. Employee on probation period of two years will be granted casual leave a day (One day) for completion of one month's work

8. No leave will be sanctioned on telephone except in case of CL's in emergency circumstances/sudden illness etc. All leaves shall however be regularized in writing immediately.

DUTIES & JOB RESPONSIBILITIES

Holidays & Festivals

1. The working days of the Institutions shall be from Monday to Saturday, The Institution shall observe a minimum of 270 working days during an academic year However, special classes/additional working days may be arranged, and when, need arises

2. Festival holidays of the Institutions shall be as per holiday's schedule of MUHS calendar

Duties and Responsibilities of Administrative Officer

1. He must coordinate all the activities of the college in consultation with Principal/Director

2. All the non-teaching staff are under Administrative Officer control

3. He should allot the duties to all the administrative staff in consultation with the Principal/Director and monitor their day to day work

4. He has to monitor and update list of employees and their personal files (both teaching and non-teaching)

5. Should recommend the leaves and vacation for administrative and ministerial staff

6. Monitoring the leave records of the staff

7. He should connect with the parents, students, department staff and their administrative problems.

8. He should take care of the assets of the Institute, He should see that the assets are properly safe guarded

9. He shall dispose of routine correspondence not involving policy matters

10. Monitoring the issue of stationary and maintenance of concerned records

11. He shall be the custodian of the original certificates of all staff members


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12.He shall plan and procure the requirements for the college and departments in consultation with department heads and Principal/Director.

DUTIES OF ACCOUNTS AND AUDIT SECTIONS:

- 1.Preparation of Budes Estimates and Reserved Estimates.
- 2.Maintenance of contingent registers
- 3.Maintenance Cash books
- 4.Payment of Salaries
- 5.Re-conciliation of expenditure and receipts every month with banks
- 6.Fee Collection watch register
- 7.Safe Custody of Security Bonds, Title Deeds, Lease Deeds, E.M.Ds, D.Ds, Cheques etc.,
- 8.Collection of all fees from the students and Remittance into related accounts.
- 9.Remittance of fee payable to University Affiliation, Registration and Fee remit table towards other Services
- 10Shall return the deposits to the students at time leaving the institution

Duties of HOD's

- 1.To ensure smooth functioning of his department
- 2.Conduct of class work and adjustment of staff in case leaves.
- 3.To arrange required equipment and other instruction materials m the Laboratories
- 4.To assign the Lab In-charges in the department
- 5Arranging guest lecturers / Seminars/ adjunct faculty.
- 6.To see the completion of syllabus as per the university Academic, calendar.
- 7.Maintenance of staff & student's attendance records in the Department.
- 8.To Guide teaching faculty and nonteaching staff in the department.
- 9.Conducting internal and external lab exams.
- 10.To analyse the results of students and take improvement measures.

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Teaching Faculty/ Lab in charges

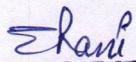
- 1.To conduct lectures and Lab Experiments as per the timetables.
- 2.Maintain the class attendance Registers
- 3.Maintenance of lab equipment and stock registers
- 4.Prepare and issue lab manuals for experiments practical's to the Students
- 5.To guide the students in organizing seminars:
- 6.To guide students in mini main project work
- 7.Student counselling and contacting the Parents as class In charge.
- 8.To ensure the completion of syllabus in time.
- 9.To attend any other duty assigned by the HOD/ Principal time to time

In charge Examination Cell

- 1.Constant pursue with examination portal of MUHS
- 2.Smooth conduct of internal/external examinations & submission of sealed answer scripts to University
- 3.To drive the Examination schedules of External labs & mid terms.
- 5.Collecting Exam stationery in time.
- 6.Maintaining academic schedules connected with Examinations

Library In charge

- 1.Procurement and stocking of all textbooks & reference books.
- 2.Documentation and Monitoring of library and Information centre.
- 3.Issue and receiving of books to from the students.
- 4.To maintain the Journals and Periodicals.
- 5.Display of all important notifications and Opportunities in Notice Board


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Duties of Staff members

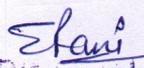
- 1.To conduct on campus interviews in college premises/off campus Interviews.
- 2.To develop continuous rapport with Hospitals/uphc. for Interaction of the students
- 3.Provide short term training courses to the students.
- 4.To pursue the higher education opportunities to students
- 5.To arrange a seminars/Counseling on educational opportunities
- 6.To motivate guide the students to improve their soft skills to attend Interviews
7. Collecting and maintaining student data base and organize Alumni.

Duties of Class In charges or Class Teachers:

- 1.To guide the students about rules of attendance (general), clinical duties Visits, sports, etc.
- 2.The attendance of the students who have less than 75% must be sent to the parents by post.
- 3.Internal marks of all the students should be sent to the parents.
- 4.Answer student queries and grievances
- 5.Meeting the parents of students, especially defaulters
- 6.To inform the HOD about making alternate arrangements for lectures, and practical when a faculty is absent.
- 7.To coordinate with the Attendance Committee of the department to update attendance.
- 8.To collect information regarding slow learners from the subject teachers and arrange remedial classes, counselling sessions in consultation with the HOD.
- 9.Identify good students and motivate them to excel
- 10.Update data regarding students' achievements in academics, sports, extracurricular activities etc.

Academic and R&D activities of the Department

- 1.To arrange guest lectures, preferably in specialization related to the Department with a view to widen the horizons of knowledge. Prepare a list of eminent academicians,

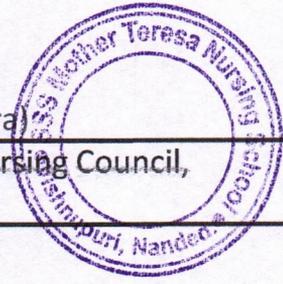

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who could be invited to deliver guest lectures

- 2.To organize conferences/ seminars/Workshops/FDPs periodically
- 3.To monitor students' development and problems through Feedback and counseling.
- 4.To motivate and encourage the faculty to take up

R&D and Academic Projects

- 1.Publication of Newsletters
- 2.Organizing & coordinating consultancy service
- 3.Testing/repair services of instruments and equipment
- 4.Industry Institution interaction
- 5.Dissemination of knowledge through guest lecturers
- 6.Preparation of project proposals for funding
- 7.To provide the required information to the Principal/Director from time-to-time head in his/her absence
- 8.To nominate the senior most faculty as in-charge
- 9.Any other duty as assigned by the Principal/Director.

EVALUATION OF FACULTY FEED-BACK

Performance/Teaching: - Feed-back on Faculty teaching is assessed in the following responsibilities of the three stages and the faculty with the poor feedback will be given opportunity for able in improvement of teaching ability before terminating the services. Knowledge.

Monthly Feedback from the Students: Subject-wise students 'feed-back on the guest lectures, teaching of Faculty members will be assessed in any week of the month during the/workshops/instructions period directly in the class review meetings in presence of HOD & Class and problem. Representatives of Each class. Improvement areas required, if any, will be notified to the faculty to take faculty concerned.

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